

Fall 9-1-2005

MED 256T.01: Medical Transcription I

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**THE UNIVERSITY OF MONTANA--MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER AND TITLE: MED 256T, MEDICAL TRANSCRIPTION I

DATE REVISED: Fall, 2005

SEMESTER CREDITS: 3

PREREQUISITES: CRT 115T Advanced Document Production or concurrent enrollment
MED 216 Terminology for Health Professions or concurrent enrollment
SCN 115 Anatomy

FACULTY: Carol Hinricher

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Phone: 243-7817

Office: AD17

Office Hours: by appointment

RELATIONSHIP TO PROGRAM(S):

This course provides students with a comprehensive foundation for medical transcription and is a capstone course for students in the medical administrative assisting and medical transcription programs.

COURSE DESCRIPTION: An introduction to the transcription of authentic physician-dictated medical reports in a variety of medical specialties. Emphasis is on the development of accuracy and speed in interpreting, transcribing and editing medical dictation for content and clarity.

STUDENT PERFORMANCE OUTCOMES:

Occupational Performance Objectives

Upon completion of this course, the student will be able to:

1. Operate a transcribing machine efficiently, using proper typing techniques and coordinating listening skills with hand/foot movements.
2. Use reference materials intelligently and efficiently.
3. Practice ethical values when dealing with confidentiality or personal information contained in a health record.
4. Apply knowledge of English language rules, basic anatomy, disease processes, laboratory medicine and pharmacology in order to select and use appropriate terminology to produce medically and legally accurate patient health records.
5. Transcribe and edit medical letters, history and physicals, discharge summaries, and chart notes within the established productivity standards and deadlines.
6. Work independently with minimal supervision.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:**Production and Testing**

1. Production activities will occur daily. Regular attendance, good time management, and careful attention to detail will help students meet completion deadlines.
2. Production Tests will follow each unit.
3. Final grade will be determined by total points received on production, homework and tests utilizing the following percentage scale

Grading Scale:

94 - 100 A
 88 - 93 B
 80 - 87 C
 74 - 79 D

FINAL Grading Percent:

Transcription Assignments: 60%
 Production Tests: 40%

Final Schedule: Monday, December 12 8:00-10:00

ATTENDANCE POLICY:

Students are expected to come prepared for class each day and to participate in the assigned activity. Students will work independently on class assignments but are expected to adhere to the following deadlines:

HILLCREST	Tape 1	Reynolds and Parker	September 16
	Tape 2	Vaccaro and Ramos	September 30
	Tape 3	Cruz and McClure	October 14
	Test		October 17
	Tape 5		October 30
SUM	Test		November 2
	1	HEENT	November 11
	2	Orthopedics	November 25
	3	Pediatrics	December 9
	Test		December 12

RECOMMENDED TEXT: *Spellright Medical Word Book*

SUPPLIES: Two 3.5" diskettes, HD (high density) are required for saving student data.
 Earphones
 Two folders for submitting and storing assignments

COURSE OUTLINE:

- I. Introduction to Medical Transcription
 - A. Confidentiality Policy
 - B. Transcribing Equipment
 - C. Creation of Macros
- II. Abbreviations and Transcription Guidelines
 - A. Punctuation
 - B. Capitalization
 - C. Transcribing numbers, figures and abbreviations
 - D. Spelling, word division

- E. Word endings
- F. Antonyms and homonyms

III. Reference Books

- A. Medical dictionary
- B. Physician's Desk Reference
- C. Medical Word Books
- D. Internet resources
- E. Specialized reference books

IV. Transcribing Medical Records and Reports by Systems

- A. Chart notes and progress notes
- B. History and Physicals
- C. Discharge summaries
- D. Operative reports